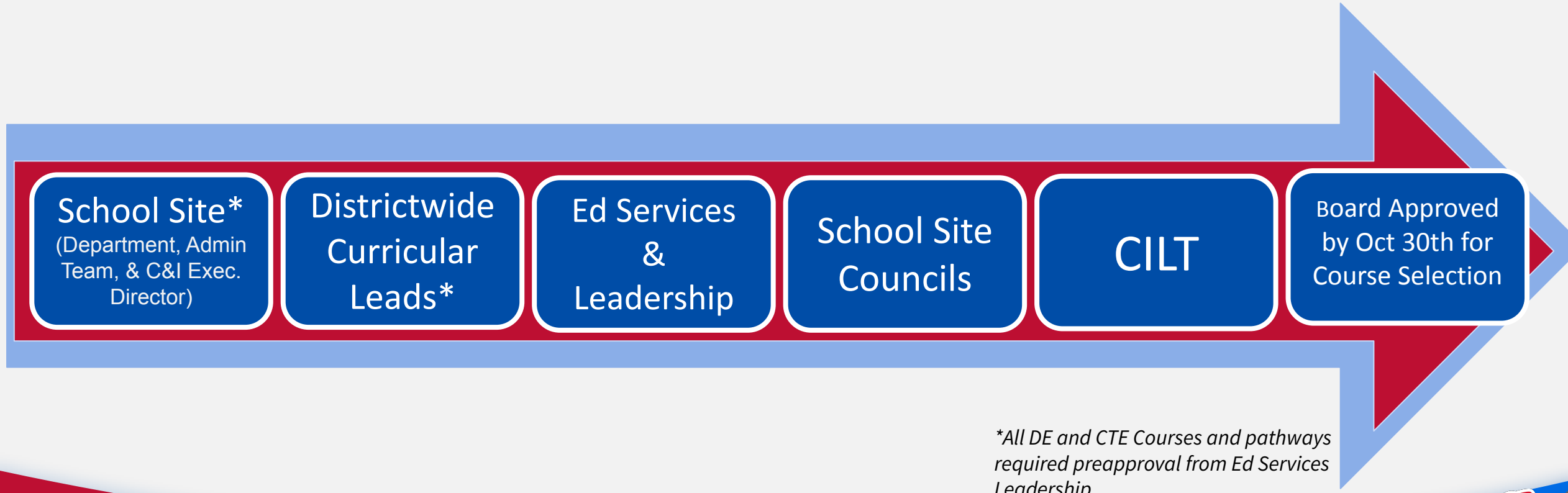
New Course & Materials Adoption Process

At-a-Glance



**All DE and CTE Courses and pathways required preapproval from Ed Services Leadership*

New Course Adoption Process

Be sure to notify the Exec. Director of C&I your interest in adding a new course in your Step One process.

New Course Template (Make a Copy)

Step One

New course originates at site and/or curricular team and is reviewed and approved by:
- **-Dept. Chair**
- **-Principal**
- **-Site Leadership**
- **-Site Council**

These bodies review course to ensure fit in overall school academic program

Person Responsible
Course author

Steps One and Two can occur simultaneously

Two

New course is reviewed by curricular team and other sites' departments.

They determine if the proposed course conflicts with their school's programs

Person Responsible
Department Coordinator sends to other D.C.'s in district

Three

New course reviewed by Ed Services Team & Principals

They discuss why course is being proposed. Principals consider impact on their site

Person Responsible
Principal coordinates with Exec. Director C&I

Four

New course is reviewed and approved by All School Sites Council Teams (SSC) and then submitted to CILT

Person Responsible
Principals coordinate with Director of State & Federal & Exec. Dir., C&I

Five

New course is reviewed and approved by Curriculum Instruction Leadership Team (CILT) and then submitted to Board of Trustees

Person Responsible
Assistant Superintendent, Ed Services

Six

New course is added to district list of approved courses with course code

If site wants UC/CSU 'A-G' designation, notify Exec. Director C&I for approval via UCOP Doorways

NOTE: If course requires textbook, please follow the RJUHSD textbook adoption process, see Exec. Director of Curriculum and Instruction.

	Alignment	Compliance	Sustainability
Courses	**National/State standards** **UC/CSU/NCAA approved** **RJUHSD Goals:** *Supported by PLTs districtwide *Integrates digital learning *Includes common assessments *CTE: Part of Program of Study	**Accessibility:** • Engaging for All Learners • Culturally Responsive • EL strategies and support • ADA compliant materials • Variety of learning modalities • Intervention/Re-engagement lessons embedded throughout	• **Enrollment and scheduling factors** (impact to other programs) • **Credentialing Considerations** • **Facilities Needs** • **Equipment, supplies** • **Textbooks, SW, other tech needs**
Textbooks	**Aligned to CA CCSS Standards** **Evidenced Tier I: High-Quality instructional practices** **Variety of connections to:** * Careers * Real world applications * Potential projects * Critical thinking beyond the classroom	**Accessible for All Learners** **Complies with specific CA laws & content requirements** **Complies with BP/AR 6141.1** **All instructional materials are ADA & EL compliant** **Complies with Williams Act**	**Costs** *How long will it last? *Renewal costs: anticipated increases? **Indirect Costs** *Required training for staff? *Required tech hardware upgrades? **Unexpected factors:** *Covers entire course? *Can it be used in add'l courses?
Digital Materials* (including instructional software, apps, add-ons, extensions, and tools)	**Enhances learning for All Students** **All PLTs agree to use it**	**Must comply with AB 1584** **Must comply with CIPA** **Must work on RJUHSD tech platforms**	**Costs** *Licensing: Site, District, or Individual *How long will it last? *Renewal costs: anticipated increases? **Indirect Costs** *Required training for staff? *Required tech hardware upgrades?